

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Child Counselor I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides supervision for juveniles on probation not complying to conditions of probation. Works with juveniles regarding issues of accountability, responsibility, and behavioral problems. Promotes community activities and work projects. Maintains communication among parents, guardians, and probation officers.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Provides juvenile counseling by facilitating group discussion sessions and conducting individual counseling. Addresses topics such as developing coping skills, decision making, communication in relationships, showing respect, and violence prevention.
2	M	Promotes community awareness by arranging, supervising, and participating in community service work projects.
3	S	Maintains collaboration among parents, guardians, and probation officers by keeping an open channel of communication, providing an understanding of the program, and reporting juvenile clients' behavior to all parties involved.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general profession or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent
Experience	No experience required.
Certifications and Other Requirements	Valid Driver's License, Crisis Intervention, First Aid/CPR Certification
Reading	Work requires the ability to read policy and regulations manual, social history and psychological, school academic records, general correspondences, memorandums and letters.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write technical reports, evaluations, incident and accident reports, requisitions for supplies, budget recommendations.
Managerial	Managerial responsibilities include coordination with probation officer and public school teachers to ensure schedules do not conflict, organizing activities for the participant and planning schedules for interviews and selection of participants.
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	Copier, fax machine, filing, group supervision, community service work projects
Sitting	R	Computer, desk work, answering telephone, meetings, meetings, counseling sessions, group facilitation
Walking	C	Inter-office, to/from work project site
Lifting	F	Office supplies, equipment, files, manuals, books, boxes, tools
Carrying	F	Office supplies, equipment, files, manuals, books, boxes, tools
Pushing/Pulling	F	While conducting various of community service work projects
Reaching	F	Office supplies, equipment, files, manuals, books, boxes, tools
Handling	O	Office supplies, equipment, files, manuals, books, boxes, tools
Fine Dexterity	F	Computer keyboard, calculator, writing, telephone keypad
Kneeling	F	While conducting various of community service work projects
Crouching	F	While conducting various of community service work projects
Crawling	R	While conducting various of community service work projects
Bending	F	While conducting various of community service work projects
Twisting	F	While conducting various of community service work projects
Climbing	R	While conducting various of community service work projects
Balancing	F	While conducting various of community service work projects
Vision	C	Computer, desk work, reading, writing, filing, customer service, juvenile interaction, supervision, observations, inspections
Hearing	C	Telephone, co-workers, staff, supervisors, juveniles, general public, meetings, counseling sessions, during work projects
Talking	C	Telephone, co-workers, staff, supervisors, juveniles, general public, meetings, counseling sessions, during work projects
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, printer, copy machine, fax machine, telephone, calculator, Standard Windows and Office software, rake, trash bags, gloves, cleaning fluids, garden tools and equipment

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Dirt and Dust	D	Office Environment	X
Chemical Hazards	M	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	N	Noise and Vibration	D	Shop	--
Fire Hazards	N	Fumes and Odors	D	Vehicle	X
Explosives	N	Wetness/Humidity	S	Outdoors	X
Communicable Diseases	M	Darkness or Poor Lighting	N	Other (see 2 below)	X
Physical Danger or Abuse	D				
Other (see 1 below)	N				

(1)

(2) Neighborhood Centers, civic leagues

PROTECTIVE EQUIPMENT REQUIRED:

Gloves, safety goggles, vest

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)